



**STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES**

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GOVERNOR

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ANNOUNCEMENT

The Workforce Innovation and Opportunities Act (WIOA) provides funding for Pre-Employment Transition Services (Pre-ETS) to support the transition of students with disabilities from school to post-school activities, ultimately facilitating competitive integrated employment.

The Department of Human Services, Vocational Rehabilitation (VR) is looking to contract with private entities, school systems, non-profit agencies, or institutions of higher education to provide Pre-Employment Transition services as needed in various geographical regions or areas of the state. Each entity desiring to participate must notify VR of its intent to participate and provide information to VR showing that the entity can provide **at least three of the five** core Pre-Employment Transition Services activities as outlined in the attached Delegated Grant Authority (DGA) Scope of Service.

VR will enter into grant contracts with those entities which have provided notice of their intent to participate in geographic areas of the state where services are needed and have submitted information showing that the entity meets minimum requirements and can provide required Pre-Employment Transition Services activities, as determined by VR.

A proposal packet is attached for those who may be interested in applying.

The following information is provided to assist you as you consider whether to apply:

- This is a fee for service contract and all costs should be included in the fee.
- The Scope of Service defines the five (5) Pre-employment Transition Services. Each applicant must apply to provide three (3) of the services in order to propose. The budget line item detail attachment A lists eight (8) specific services and payments
 - Each budget line item asks for the proposed # of students to be served for each service. Some of the services are based on hourly rates.
 - Proposals need to address the number of students and the number of hours per student the grantee anticipates serving.
- The grantee must comply with Federal, State and local education authority requirements.
- The grantee will work cooperatively with Local Education Agency (LEA) staff, Vocational Rehabilitation Regional staff, and local Vocational Rehabilitation Counselors to insure that students receive services to meet their needs.

- The grantee will hire qualified staff and maintain documentation of their qualifications. Personnel files need to be available for examination.
- The grantee will comply with data collection and reporting requirements.
- The grantee will be required to submit monthly invoices for payment.

Grant applications are due by close of business on March 10, 2017. Please submit to Susan.Feltner@tn.gov

Attachments

Scope of Service

Proposal packet

Budget Forms